



Policy: 2008
Procedure: 2008.02
Chapter: Human Resources
Rule: Staff Exit Survey

Effective: 06/02/06
Replaces: 2008.02
Dated: 04/25/00

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) solicits information from employees who are leaving the agency. The information obtained from these surveys shall be used to assist in developing strategies to reduce employee turnover and to improve recruitment and retention efforts as well as the efficiency and effectiveness of agency programs and procedures.

Rules:

1. Upon written and/or verbal notification from an exiting employee, the **SUPERVISOR OR DESIGNEE** shall immediately refer the employee to the facility Human Resources (HR) Liaison to obtain and complete a Staff Exit Survey Form.
 - i. An exiting employee is defined as an employee who is leaving the agency.
2. The **HR LIAISON** shall provide the employee with a Staff Exit Survey Form and a self-sealed envelope.
3. Upon completion the **EXITING EMPLOYEE** shall return the Staff Exit Survey Form in the sealed envelope to the facility HR liaison.
4. **HR LIAISON** shall:
 - a. Accept all Staff Exit Survey Forms;
 - b. Forward the original completed Staff Exit Survey Form to the Central Office HR Office within five working days from the date of receipt;
 - c. Forward a copy of the completed Staff Exit Survey Form to the appropriate Superintendent or Program Administrator within two days of receipt.
5. The **CENTRAL OFFICE HR ADMINISTRATOR ASSISTANT OR DESIGNEE** shall forward the original Staff Exit Survey Form to ADJC Research and Development.
 - a. The **R & D ADMINISTRATOR** shall:
 - i. Analyze and interpret the data;
 - ii. Identify significant trends;
 - iii. Prepare summary sheet;
 - iv. Prepare statistical reports, an annual comprehensive report, and other required reports.
6. To protect the confidentiality of the data and the source, **ADJC EMPLOYEES** shall permit only those employees with a legitimate need to know to have access to the information on the Staff Exit Survey Form.
 - a. **ADJC EMPLOYEES** shall ensure that individual responses are not personally identifiable in the resulting reports.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
06/02/2006	Ana Glenn		